

# Peninsula Regional Transportation Planning Organization

## Executive Board Meeting Summary

February 15, 2019

### **Attendees**

#### Executive Board Member

Bill Peach, Clallam County via conference call  
Sissi Bruch, City of Port Angeles via conference call  
Chris Hartman, Port of Port Angeles  
Dennis Smith, City of Sequim via conference call  
Wendy Clark-Getzin, Jefferson County  
Tammi Rubert, Jefferson Transit  
Sara Crouch, Jefferson Transit  
Ariel Speser, City of Port Townsend via conference call  
Andrea Archer Parsons, City of Bremerton  
David Forte, Kitsap County  
Steffanie Lillie, Kitsap Transit  
Bek Ashby, City of Port Orchard  
Randy Neatherlin, Mason County  
Danette Brannin, Mason Transit Authority  
Judy Scott, Port of Allyn  
Annette Nesse, Jamestown S'Klallam Tribe  
Penni Giles, Squaxin Island Tribe via conference call

#### Staff/Guests

JoAnn Schueler, WSDOT  
Dennis Engel, WSDOT  
Theresa Turpin, WSDOT  
Matthew Pahs, WSDOT  
Debbie Clemen, WSDOT  
Angie Davis, WSDOT  
Ryan Warner, WSDOT

### **Welcome & Introductions**

Executive Board Chair Annette Nesse opened the meeting, welcomed members, and remarked that this week was challenging with all of the snow. Annette introduced herself and initiated self-introductions around the table.

### **ACTION ITEM: Approval of the January 18, 2019 Executive Board Meeting Summary**

Executive Board Chair Annette Nesse commented that a copy of the January 18, 2018 meeting summary was distributed to members prior to the meeting with a request to submit any revision via email. Annette asked for a motion to approve the January 18, 2019 meeting summary as presented. Member Wendy Clark-Getzin motioned to approve the meeting summary as presented. The motion was seconded by member Randy Neatherlin, and carried with no further discussion.

## **ACTION ITEM: Approval of the Coordinated Public Transit-Human Service Transportation Plan**

Peninsula RTPO Coordinator Debbie Clemen requested member approval of the Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP). She relayed that there were two last minute text revisions to the document. The first text revision was the removal of a comment made by Jefferson County Health Educator Karen Obermeyer, and the second one was the addition of a Transportation Need for low income populations. Vice Chair Bek Ashby remarked that she also had a text revision. This one was in reference to the Next steps section, under the second bullet. The second bullet reads, *Improve the Consolidated Grant Applications ranking and prioritization process. Suggestions include the following:* The third sub-bullet referenced the Consolidated Grant Ranking committee membership. Executive Board Vice Chair Bek Ashby wordsmithed the bullet to read *Explore ways to ensure a diverse evaluation committee, and require committee membership to be between 5 and 7.* Bek asked if members were comfortable with these text changes.

Debbie relayed that every four years the Peninsula RTPO is required to update the CPT-HSTP in order to meet eligibility requirement for the Consolidate Grant Program. As part of the document update, the Peninsula RTPO must prioritize and rank the Consolidated Grant applications and submit the list to WSDOT's Public Transportation Division for the statewide competitive process. The Peninsula RTPO submitted seven "A" level projects, seven "B" level projects and five "C" level projects since we only had nineteen projects and twenty-one ranking spots. Debbie commented that once approved, a copy of the CPT-HSTP will be available on the Peninsula RTPO's webpage.

Peninsula RTPO Chair Annette Nesse asked for a motion to approve the CPT-HSTP as amended. Member Steffani Lillie motioned to approve the CPT-HSTP as presented, the motioned was seconded by member Bill Peach, and carried with no further discussion.

### **Update: Lead Agency Staffing and Agreements**

Executive Board Vice Chair Bek Ashby commented that the Lead Agency Selection Committee interviewed Kitsap Transit on February 7, 2019. Kitsap Transit's Executive Director John Clauson, Service and Capital Development Director Steffani Lillie, and Transportation and Land Use Planner Edward Coviello were on hand to answer questions. Bek commented that the interview with Kitsap Transit went so well that committee members didn't feel that we needed to take another step with drafting the advertisement for consultant bid. A meeting summary of the interview was provided to Executive Board members for reference. Dennis Engel noted the following correction on the meeting summary. WSDOT will not have the Regional Transportation Plan update completed by July 1<sup>st</sup>. This is a year long effort and the RTP schedule is an agenda item. Steffani Lillie commented that Kitsap Transit is taking a hard look at everything required before committing to taking on the lead agency staffing for the Peninsula RTPO. Since Kitsap Transit is unable to act as the Peninsula RTPO's fiscal agent, Jefferson Transit is considering the possibility. Jefferson Transit's Finance Manager Sara Crouch has reached out to several other RTPOs in researching the fiscal agent's roles and responsibilities. So far, Sara has come up with more questions than answers. The biggest concern for Jefferson Transit is the risk of

being audited. They just don't have the time or resources available to donate for the preparation needed for an audit.

On March 8<sup>th</sup>, the Lead Agency Selection Committee will continue conversations with Kitsap Transit. This timeframe allows both Kitsap Transit and the Peninsula RTPO time to study and complete due diligence.

### **Peninsula Regional Non-Motorized Connectivity Study**

Peninsula RTPO Coordinator Debbie Clemen provided an update on the Peninsula Regional Non-Motorized Connectivity Study and interactive webmap. This study was previously referred to as the regional trails plan. This study provides an overview of the existing facilities and serves as a building block to better connect trail facilities regionally. Since a host for the webmap was not identified, the electronic files were packaged-up and stored. The consultant has offered to assist in moving the files when a host is identified. The document portion of the study is available on the Peninsula RTPO's webpage under the Publications tab.

### **Unified Planning Work Program Schedule**

Peninsula RTPO Coordinator Debbie Clemen presented an overview of the Unified Planning Work Program (UPWP) process. She commented that the Peninsula RTPO's yearly work plan is referred to as the UPWP. The UPWP describes the work to be done and the funding resources used to perform the work beginning July 1, 2019 through June 30, 2020. This year the UPWP will look a lot different since WSDOT will no longer provide lead agency staffing. It is a six-month process for the UPWP to go from a draft to approved plan. The process includes the following steps: draft UPWP; review by the TAC and the Executive Board members; Compliance review for state and federal requirements; On-site review meeting with WSDOT and Peninsula RTPO officers; Revisions necessary to meet state and federal requirements; 30-day Review by Executive Board members, and finally the approval by Executive Board members. Once adopted, the UPWP is submitted to WSDOT's headquarters, and the work program begins on July 1, 2019.

### **Regional Transportation Plan 2040**

Peninsula RTPO Coordinator Debbie Clemen presented a preliminary draft schedule for the update of the Peninsula RTPO's Regional Transportation Plan (RTP) 2040 update. She commented that the Peninsula RTPO is required to update their RTP by December 2019. Since this is a major year-long work effort, participation of the full membership is required. WSDOT staffing is only available through June 30, 2019, so it would be beneficial for a member agency to take the lead. Steffani Lillie offered to have staff member Ed Coviello work closely with WSDOT on the RTP work effort. The preliminary RTP schedule depicts the review of certain sections of the RTP at the TAC level first followed by review at the Executive Board level. TAC recommendation for approval will be requested at the October 17, 2019 TAC meeting, with Executive Board approval requested at the November 15<sup>th</sup> Executive Board meeting. Following Executive Board approval, the RTP will be submitted to WSDOT's headquarters as required.

## **Public Comments or Announcements**

Executive Board Chair Annette Nesse asked if attendees if there were any public comments or announcements to share.

### State of Transportation Address

Executive Board Vice Chair Bek Ashby shared that WSDOT Secretary Roger Millar presented the State of Transportation Address at PSRC's Policy Board meeting yesterday in Seattle. She felt that Secretary Millar did an exceptional job. Also presenting at the Policy Board meeting was Assistant Secretary for Washington State Ferries, Amy Scarton. Her presentation on WSF's personnel issues was very interesting. Bek highly recommends viewing both presentations which are available on video. Click on the following link to view the video of the February 14, 2019 PSRC's Policy Board meeting:

<http://psrcwa.igmp2.com/Citizens/SplitView.aspx?Mode=Video&MeetingID=1685&Format=Agenda>

### Senator Hobb's New Law Transportation Package bill

Mason County Commissioner Randy Neatherlin mentioned that Senator Hobb's New Law Transportation Package bill was "dropped" (officially submitted to the Legislature) and that the bill contained projects for the SR 16/3 Gorst area and other projects in the 35<sup>th</sup> District; including additional funding for the SR 3 Freight Corridor (Belfair Bypass) project. The group discussed the potential for Senator Hobb's bill to pass this session or later and talked about supporting the Gorst and other projects as the bill advances. Commissioner Randy Neatherlin mentioned that the Westside Alliance may be reenergized to help support the projects.

## **Meeting Adjournment**

Hearing no other comments or announcements, Annette adjourned the meeting.